**Terms**

Halls and Apartments:

* Columbia Hall (**CRH**)
* Elwell Hall (**ERH**)
* Jessica Kozloff Apartments (**JKA**)
* Luzerne Hall (**LRH**)
* Lycoming Hall (**LyRH**)
* Montgomery Place Apartments (**MPA**)
* Montour Hall (**MRH**)
* Mount Olympus Apartments (**MOA**)
* Northumberland Hall (**NRH**)
* Schuylkill Hall (**SRH**)

Management:

* Community Assistant (**CA**)
* Graduate Hall Director (**GHD**)
  + CA’s report to them, there is one per hall/apartment
* Area Coordinator (**AC**)
  + GHD’s report to them, they are in charge of a few halls/apartments
* Resident Hall Director (**RHD**)
  + AC’s report to them, he/she is in charge of all the halls and apartments and all lower management.

C:\Users\Heather Muscatell\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9QUAEUNY\MC900039003[1].wmf**CONTACT INFO**

GHD

* **CRH**: Stacey

sjk38503 (570)-394-6385

* **ERH**: Ian

ies69723 (570)-394-6380

* **JKA**: Stephanie

snp72013 (570)-394-6383

* **LRH**: Paul

ptc15094 (570)-394-6382

* **LyRH**: Tom

tfm35706 (570)-394-6387

* **MPA**: Olivia

omw40399 (570)-394-6381

* **MRH**: George

gva20031 (570)-394-6384

* **MOA**: Henry

hlb73655 (570)-394-6386

* **NRH**: Kendall

kdr68173 (570)-394-6388

* **SRH**: Zane

zjf32445 (570)-394-6389

AC

* **CRH, MRH, NRH**: Richard

rjp34681 (570)-394-6390

* **LRH, LYRH**: Ellen

etl74365 (570)-394-6391

* **SRH, ERH**: Bob

bdg30272 (570)-394-6392

* **JKA, MPA, MOA**: Frank

fcm36156 (570)-394-6393

RHD

* Mark

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Congrats on becoming a CA!!

This is a quick guide on how to be a great

**COMMUNITY ASSISTANT**

Terms

What’s Expected

Rules You Enforce

Tips

Contact Info



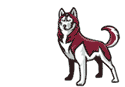
Brought To You By Residential Life

**WHAT’S EXPECTED**

As a person:

* Be a role model
* Have good grades
* Put academics first
* Follow all rules and laws
* Have good communication with residents and management

As part of the job:

* Keep hallway and dorm under control
* Make sure residents follow rules
* Report students who are doing harm to themselves and others
* Be at desk shift on time
* Do safety and room checks
* Check off residents names at fire drills
* Program bonding and cultural activities
* Help students move in/out
* Decorate hall and create a friendly environment
* Try your best to settle conflict between roommates and hallmates
* Hold hall meetings **RULES**

You are expected to enforce these rules at all times, including times when you are not in your hall.

* **Quiet hours from 9pm to 9am**
  + There should be no loud and disruptive noises in the hall or coming from residents rooms
* **24 hour courtesy hours**
  + Noises should not get too loud during the day
* **“Dry Campus”**
  + Report any drinking that you see
* **Visitation**
  + Make sure residents fill out overnight guest registration form on the Residential Life webpage
* **Fire drill**
  + Check to make sure each resident got out safely out of the building

**TIPS**

To make your job easier from other CA’s experience:

* Be friendly
* Be helpful
* Create open communication
* Be social
* Leave your door open so residents know they can come talk to you
* Say “Hi” to your residents when you see them
* Talk to other CA’s for advice
* Try to resolve any problems by talking things out
* Create your own rules to help living situations better for everyone

